

DOE Quality Council
Conference Call Minutes
December 18, 2008

1. Roll Call:

Name	Org.	On Call
Members		
Colette Broussard	HS-20	√
Gary Staffo	EE	
Kriss Grisham	EM	√
Rick DuBose	FE	√
Sonya Barnette	HS-1.2	√
Duli Agarwal	HS-20	√
Vijendra Kothari	LM	
Joy Mroz	LM	
Laurie Morman	MA	
Sam Johnson	NA	
Tom Williams	NA	√
Thanhtan Van Ober	NA	√
Carl Sykes	NE	√
Michael Ulshafer	RW	
Matt Cole	SC	√
Caroline Polanish	BSO	√
Ava Holland	CBFO	
Robert L Blyth	ID	√
Anita B. Leivo	LASO	
Pat Carier	ORP	√
Al Hawkins	RL	√
William Rowland	SRO	
Interested Parties		
Jeff Shoulta	KCSO	
Bud Danielson	CTA	
Don Nichols	NA	
Craig Hansen	NA	
Anton Tran	NA	√
Ed Schmidt	NA	
San Horton	DNFSB Rep.	√
Andy Lawrence	HS-20	√
Andy Wallo	HS-20	
Subir Sen	HS-23	
Mary Haughey	HS-23	√

Lisa Treichel	HS-23	
Steve Chalk	RL	√
Bruce White	IM	
Debra Sparkman	CTA	
Rosalie Brown	SC	
Sam Vega	ORP	
Chuck Lewis	HS-31	
George Detsis	HS-31	
Althea Vanzego	IM	
Lindsey Veas	FE	
Nate Harvey	FE	√
Julie Gallego	FE	
Jeff Christiaansen	FE	
Mike Taylor	FE	
Steve Geiger	FE	
Fred Hartsock	FE	
Robert Reuther	FE	
Terry Montgomery	NA	
Paul Gibson	NA	√
Terry Dunn	NA	√
Donna Riddle	LM	

2. Safety Share:

Now that the winter months are here, it is important to remember that driving in the winter means snow, sleet, and ice that can lead to slower traffic, hazardous road conditions, hot tempers and unforeseen dangers. To help you make it safely through winter, here are some suggestions from the National Safety Council to make sure that you and your vehicle are prepared.

http://www.nsc.org/resources/factsheets/road/winter_driving.aspx

3. Review and Approval of November 20, 2008 Minutes:

Colette Broussard provided editorial changes to the November 20, 2008 minutes. The minutes were then approved with these revisions.

4. Task Planning Documents Status:

1. DOE QA Order Requirement Training TPD – Colette Broussard and Gary Staffo have not been able to meet. No update was provided.

DOE QA Order Requirement Training TPD Members:

- Colette Broussard – Lead
- Gary Staffo
- Mary Haughey

2. Application of NQA-1 Part II TPD– Thanhtran Van Ober has not been able to meet with Sam Johnson. The TPD has been revised, but it has not been shared with Sam Johnson.

Application of NQA-1 Part II TPD Members:

- Anita Leivo - Lead
- Bob Blyth
- Kriss Grisham
- Matt Cole
- Mary Haughey
- Duli Agarwal
- Sam Johnson

3. Quality Assurance Incorporation with Integrated Safety Management TPD- Sonya Barnette presented this TPD. The intent is to develop a template for a QAP that integrated ISM. This team will need to work with the Phase 2 Safety Directive Review Teams for ISM and QA.

Quality Assurance Incorporation with Integrated Safety Management TPD Members:

- Matt Cole – Lead (will confirm once receives management approval)
- Mary Haughey
- Sonya Barnette
- Anton Tran
- Kriss Grisham
- Rick DuBose

ACTION: Bob Blyth will contact each Lead early January to discuss the status of the TPD. All TPDs **should have a final draft completed** by the end of January.

5. Status of DOE O 414.1X Revision:

The 414 Team lead, Colette Broussard, will meet with the Phase 2 Leadership Team to discuss the status of the Phase 1 and 2 Directives late on December 18. The Leadership Team is most interested in Phase 2 Directives and the integration efforts of the 414, ISM and Oversight Teams.

The 414 Team met on December 9, 2008 to discuss the comments/resolutions on the latest draft of the 414 Order. The 414 Team will work with the ISM Team to develop the “meshing” language to allow for each Directive (ISM and 414) to reference to the other one, creating an integrated management system effect. No additional changes will be made to the 414 Order until the integration language is developed.

A new version of the ISM Order has been written and is in review. The 414 Team has reviewed it and is meeting December 19, 2008 to discuss the comments before submitting them to the ISM Team.

The terminology team has been re-engaged and is reviewing the terminology in the 226, 414 and ISM Orders and making them consistent throughout each order. A couple of the members of the 414 Team is also on the terminology team.

The tentative schedule for DOE O 414.1X is that the version will be ready for RevCom by June/July 2009 and approval/issuance by September 2009.

6. Mailing Addresses for all Members:

HS-20 has developed a new QA publication, QA Pulse, and is ready to release the first edition for review/feedback. This publication focuses on the QA trending of ORPS data. Each Quality Council member will receive a hardcopy for review and comment. **ACTION:** Therefore, each Council member needs to submit to Debbie Reece (DReece@pec1.net) his/her mailing address by January 6, 2009. We will not be distributing the QA Pulse to the interested parties at this time.

7. Survey on Quality Assurance Implementation:

The draft DOE O 414.1X has a requirement for each Program Office, Field Office and Staff and Support Office to respond to requests for information on their QA programs either by submitting the results of a management assessment or by completing the Survey. The Survey questions need to be revised to develop questions that will provide information on the effectiveness of implementation of QA programs. Colette Broussard will work with a core group of individuals to develop the questions. Once the questions are developed, the Quality Council members and interested parties will be asked to review and comment on the questions. Colette Broussard asked for volunteers from the Council who would like to be part of the core group that will develop the questions. Those who volunteered include:

- Bob Blyth
- Caroline Polanish
- Al Hawkins
- Pat Carier
- Tom Williams
- Carl Sykes
- Matt Cole

The questions will need to be developed by April/May 2009.

8. Member Bios:

Those who have not submitted their bio needs to send it to Colette Broussard/Debbie Reece. The individuals who have not submitted their bio include: Kriss Grisham, Joy Mroz, Laurie Morman, Tom Williams, Michael Ulshafer, Ava Holland, and Bill Rowland. **ACTION:** Tom Williams requested Colette Broussard to send to him an example bio.

9. NRC Assessment of MOX:

Although Terry Montgomery, NA was not available for the conference call today, he sent an email to Colette Broussard to share with the Council members regarding the NRC assessment of MOX services.

Miscellaneous Items:

1. Matt Cole sent Colette Broussard a draft regulation about vendor liability for counterfeit IT products. Colette Broussard was not sure why she received this information. She will confirm with Matt Cole and talk to Mark Petts as well. Once she receives more information, she will distribute to the Council as appropriate. **ACTION:** Bob Blyth requested that Colette Broussard forward this information to him.
2. The Council needs to decide where and when the next face-to-face meeting should be held. Colette Broussard requested that this be an item for discussion during the next conference call.

Next Conference Call

The next Council conference call will be January 22, 2009 from 11:00 am – 12:30 pm. A conference call number will be provided.